

New User Request: Org Type 6

DPOS Connect User Guide

V 1.0

November 16, 2021



COLORADO
Division of Private
Occupational Schools
Department of Higher Education

FAQ's

What is a private occupational school?

A. A private occupational school is any entity (individual, business, institution or organization) or sometimes referred to as a “proprietary school” that charges tuition for postsecondary education and training, which offers educational services or credentials that constitute occupational education in this state and which are not specifically exempt.

Q. What is “Occupational Education”?

Any education or training designed to facilitate the vocational, technical or occupational development of individual persons which is conducted as part of a program of training, instruction or study designed to fit individuals for gainful employment as semiskilled or skilled workers or technicians in recognized occupations requiring less than a four-year baccalaureate degree.

To Request a School User ID

Step One: Website

Go to www.ColoradoETPL.org

Step Two: Request Username

To request a username for DPOS

Connect, click **New**

Provider/School/User: Get Started.



The screenshot shows the ColoradoETPL.org website. The header includes the logo "ColoradoETPL.org" and the text "Welcome to ETPL and DPOS Application Site". A navigation bar contains several buttons: "HOME", "NEW PROVIDER/SCHOOL/USER: GET STARTED" (circled in red), "RETURNING PROVIDER/SCHOOL: LOG IN", "ABOUT ETPL", and "SUBMIT A DPOS COMPLAINT". Below the navigation bar, there is a section titled "Welcome to the ETPL and the DPOS Application Site" with two paragraphs of text. The first paragraph describes the Eligible Training Provider's List (ETPL), and the second paragraph describes the Division of Private Occupational Schools (DPOS). At the bottom of the page, there is a photograph of a diverse group of professionals in various work settings, including a firefighter, a doctor, a nurse, and a construction worker.

Select Provider Organization Type

Step Three: Org Type

If you are requesting to be a Private Occupational School, select **06-Private Occupational School**.

Step Four: Search

Click **Search**.

Step Five: Search Results

Scroll to the bottom of the search results table and click **Continue (My Organization is not on the List)**.

The screenshot shows a web interface for finding an organization. At the top, there is a 'HOME' link and a 'New Search' button. Below this is a section titled 'Find Your Organization' with instructions: 'Select your Org Type and/or enter part of your organization's name in the Provider Name box below. Click the Search button.' The 'Provider Org Type*' section contains a list of 17 radio button options. Option '06-Private Occupational School' is selected. To the right is a 'Provider Name' input field. Below the list is a 'SEARCH' button and a 'CANCEL FORM' button. A purple arrow labeled 'Step Three' points to the '06-Private Occupational School' option. Another purple arrow labeled 'Step Four' points to the 'SEARCH' button. Below the search form, the results page shows a table with four rows, each containing a radio button, the organization name, and the selected org type '6-Private Occupational School'. The names are 'The Skincare Academy', 'Truck Driving School 1', 'Truck Driving School 2', and 'Truck Driving School 3'. At the bottom of the results page are buttons for 'SHOW AUTHORIZED USERS', 'CONTINUE (MY ORGANIZATION IS NOT ON THE LIST)', and 'CANCEL FORM'. A purple arrow labeled 'Step Five' points to the 'CONTINUE (MY ORGANIZATION IS NOT ON THE LIST)' button.

Create User Account

Step Six: Contact Information

Enter contact information. The contact e-mail will become the username for the school's account.

Step Seven: Create a New User

Check **No** for the answer to the question *Are you already a user in the database?* Click **Save & Preview Username**. Verify that the contact e-mail is spelled correctly as this will become the username to login to DPOS Connect.

Step Eight: Additional Campus

Check **No** for adding an additional campus under common ownership if this is an application for one single institution. If you are adding an additional campus under common ownership, check **Yes** and select the other campuses this school will be linked from the dropdown menu.

The screenshot shows the 'Enter Your Contact Information' form. At the top, there is a header with the 'intellect' logo and a navigation menu with 'HOME' and 'Enter Org Info & User Account'. A yellow button labeled 'CANCEL, RETURN HOME' is visible. The form fields include 'Contact First Name*', 'Contact Last Name*', 'Contact Phone Number*' (with a plus icon), and 'Contact E-mail (Username)*'. Below these fields is a question: 'Are you already a user in the database?*' with radio buttons for 'No' (selected) and 'Yes'. A yellow button labeled 'SAVE & PREVIEW USERNAME' is circled in red. A yellow alert message at the bottom of the form reads: 'ALERT: Your Contact E-mail will be your username. Make sure it is entered correctly!'. A purple arrow labeled 'Step Six' points to the 'Contact E-mail (Username)*' field. Another purple arrow labeled 'Step Seven' points to the 'SAVE & PREVIEW USERNAME' button.

The screenshot shows the 'DPOS Setup' form. It contains a question: 'Are you adding an additional campus under a common ownership?*' with radio buttons for 'No' (selected) and 'Yes'. A purple arrow labeled 'Step Eight' points to the 'No' radio button.

Enter Organization Information

Step Nine: Enter Organization Contact Info

Enter the name and phone number of the organization. To add the school's website, click **Edit Hyperlink**. In the **Programs Offered** field, enter a general description of the programs offered.

Step Ten: Date Opened/State Type

Click the calendar icon to select the date the business organization registered with the Secretary of State. Choose the location of the school - either **In State** (Colorado) or **Out of State**.

Step Eleven: Location Address

Enter the address for location of the school.

Step Twelve: Main Location Name

Enter the main location name as it should appear on the website for consumers. If this is an application for another campus – add the city to the school name. Click **Submit** to send request to DPOS for approval.

The screenshot shows a web form titled "Enter Organization's Information" with the following fields and callouts:

- Organization Name***: Text input field.
- Organization Phone Number***: Text input field.
- Organization Website***: Text input field with an **EDIT HYPERLINK** button next to it. A callout arrow labeled "Step Nine" points to this field.
- Programs Offered, General Description***: Large text area for description. A callout arrow labeled "Step Nine" points to this field.
- Provider Org Type**: Dropdown menu with "06-Private Occupational School" selected. A callout arrow labeled "Step Ten" points to the calendar icon next to it.
- Organization Opened On Date**: Calendar icon.
- DPOS State Type***: Radio buttons for "In State" and "Out of State". A callout arrow labeled "Step Ten" points to the "In State" option.
- Main Location** section:
 - Address1*** and **Address2**: Text input fields.
 - City***: Text input field.
 - State***: Dropdown menu with "CO" selected. A callout arrow labeled "Step Eleven" points to this field.
 - Zip Code***: Text input field.
 - CLICK TO POPULATE LOCATION NAME**: Yellow button.
 - Main Location Name (feel free to modify the name below)***: Text input field.
 - Consumer Website Location Name**: Text input field with a placeholder ", Main Location". A callout arrow labeled "Step Twelve" points to this field.
- SUBMIT**: Button circled in red at the bottom left.
- CANCEL, RETURN HOME**: Yellow button at the bottom right.

Create Password

Step Thirteen: Check your email account

If the request is approved by DPOS, an email will be sent alerting the user the request was approved. A second email will be sent to the user with the login credentials and a link to create a password for the username.

